



LEADERSHIP PROGRAM DEVELOPMENT PLAN

This is focused on the employee’s career goals and professional development, it is meant to assist the employee in outlining their training, certification, and/or education and development needs. The employee and supervisor should completely fill in their section and sign.

EMPLOYEE GOAL – Improve my leadership knowledge, skills, & abilities

Employee Name: _____

List the knowledge, skills, and abilities (KSA), in order of priorities, you plan to focus on during the program year and at least one action step for each.

	KSA Example: Improve my public speaking ability. Action step: Join Toastmasters and speak at each meeting.
1.	
1a.	
2.	
2a.	
3.	
3a.	

Employee’s Signature _____ Date _____

SUPERVISOR GOAL – Employee growth and/or professional development

Supervisor Name: _____

Share the knowledge, skill, and/or abilities your employee should work on during the program year.

1.	
2.	

Supervisor’s Signature _____ Date _____